

DD/R-802-62

3 December 1962

MEMORANDUM FOR: Executive Assistant to the  
Deputy Director (Support)

SUBJECT: Proposed Revision of [ ] Consultants;  
and [ ] Employment of Consultants -  
Benefits and Processing

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REFERENCE: Your Memorandum, 27 November 1962,  
Jobs 3407 & 3408-A-JHB, Same Subject

1. The draft Regulation and Handbook both seem quite acceptable in my opinion. I would like to make a comment or two that may possibly be useful.

a. Policy

In the Policy statement of Draft A, [ ] one basis on which we very often wish to engage a consultant is where the specialized knowledge is needed only periodically and, consequently, full-time staff employment would be inefficient and also the desired state-of-the-art knowledge can be obtained only from someone remaining in the forefront of the specialized research program. I presume that these motivations are covered by b.(1)(b), Page 1, in the draft but would want to make sure that this interpretation might apply.

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b. Processing of Legal Clearance, Page 4, [ ]

The procedure outlined here provides that the prospective consultant execute a Statement of Employment and Financial Interests. This procedure seems clear enough until the point of the denial of legal clearance. At this point the draft does not indicate who takes what action. In view of the fact that misunderstandings and misapprehensions might easily arise in this area, which may at the same time have very important aspects of public relations with certain individuals or organizations, I would suggest that the

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handling of such legally denied cases be carefully coordinated by the General Counsel, the Director of Personnel and the Deputy Director concerned, and that specifically the Deputy Director concerned concur in the wording or procedure that is to be followed.

2. As a general observation, very closely allied to the theme of the immediately preceding paragraph, the entire matter of official correspondence with actual or potential consultants should be handled on as much of an individual and personalized basis as possible. There is an almost inevitable probability of embarrassment when too great dependence is based on routine, standardized or form letters.

SIGNED

[REDACTED]  
Executive Assistant  
Deputy Director (Research)

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Distribution:

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